



Staff Formation Funds Request – Process

Each year there are funds available for all staff (across the Pre-Prep, Prep, Senior School and Support Staff) to utilise for their personal development. The funds are available to help a person develop a particular aspect of their role, so that it is both personally and professionally nourishing. Hobbies, would not be included, but MAs and courses which help you be a better teacher or support staff will be considered.

Staff are invited to apply each year in September for funds and these will be considered as a whole. Sometimes staff are asked to pay for some of the cost (see Funding for Further Education courses in the MSC/MA link)

Dates, timings and cost implications are important, but more significant are the rationale as to how this spending will enhance personal development.

Requests will be considered by JWML and the form can be found here:
<https://digitalarchway.ardingly.com/deputy-head---academic/staff-formation>
Once funds are exhausted for the calendar year JWML will let staff know